Techniques to Outlining

Outline

Is a schematic representation that shows a hierarchical relationship or logical ordering of information in your paper.

- Contains major points you want to write about in your paper.

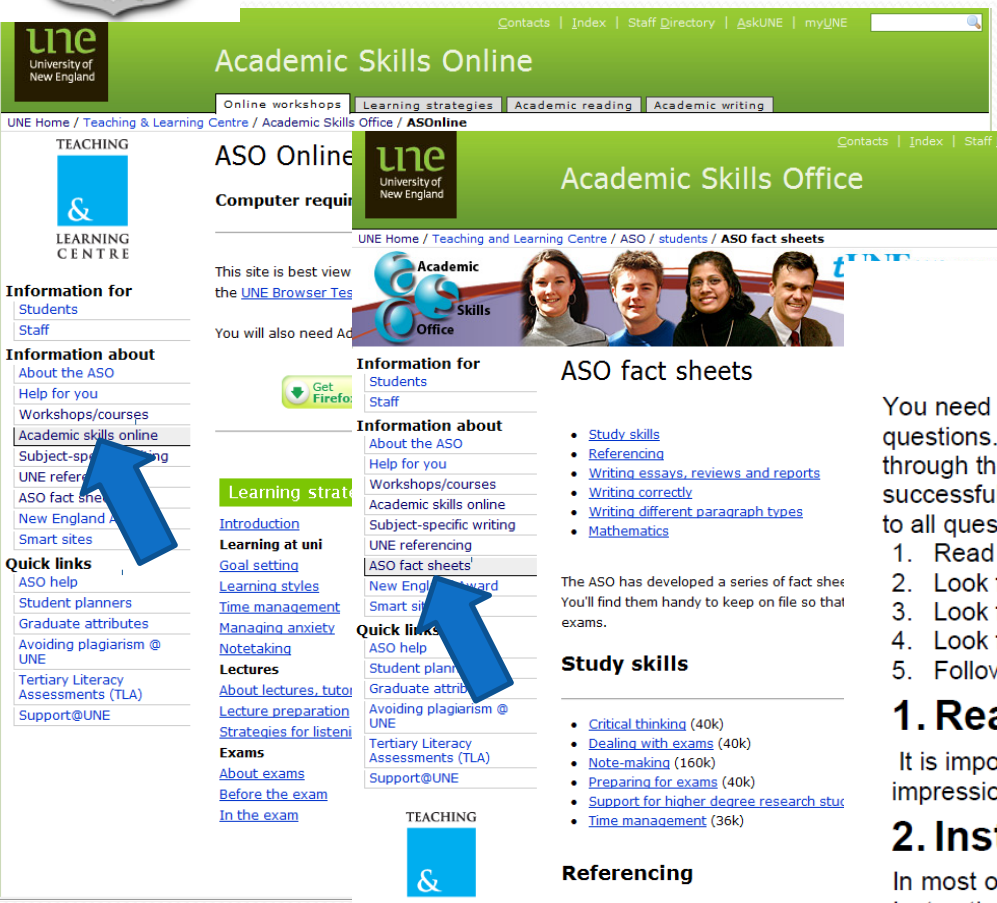
References

- Purdue Online Writing Lab (OWL). *Developing an Outline*. Purdue University On-line, found at http://owl.english.purdue.edu/owl/resource/544/1/
- Capital Community College Foundation. *Outlining.* Capital Community College On-line found at: http://grammar.ccc.commnet.edu/grammar/composition/brainstorm_outline.htm
- Study Guides and Strategies. *Index*. Capital Community College On-line found at: http://www.studygs.net/index.htm
- Academic Skills Online. *Index*. University of New England On-line found at: http://www.une.edu.au/

Presentation

1. Evaluative requirements
2. Type of essay required
3. Definition of a Expository essay
4. Definition and schematic of a five paragraph essay

Understand the Question



Analysing the question

You need to use question analysis for assignments, exam essays and short answer questions. If you learn the steps for question analysis and take 10-15 minutes to think through the question in this systematic way, then you will have a good start to writing a successful essay—one that pleases the lecturer! The following information can be applied to all question analysis:

1. Read the whole question twice
2. Look for instruction words
3. Look for topic words
4. Look for any other words that restrict the topic in any way
5. Follow the steps, then rewrite the question

1. Read the whole question TWICE

It is important that you interpret the question accurately and clearly. First impressions can lead to an error which may fail to meet your marker's expectations.

2. Instruction words (see examples on back page)

In most of your university essay questions, you will find **one or more** instruction words. Instruction words tell you what your essay should do. To interpret the question accurately, you MUST understand exactly what these words mean. On the back of this page, you will find a list of commonly used instruction words with an interpretation of the process you must undertake in your assessment tasks.

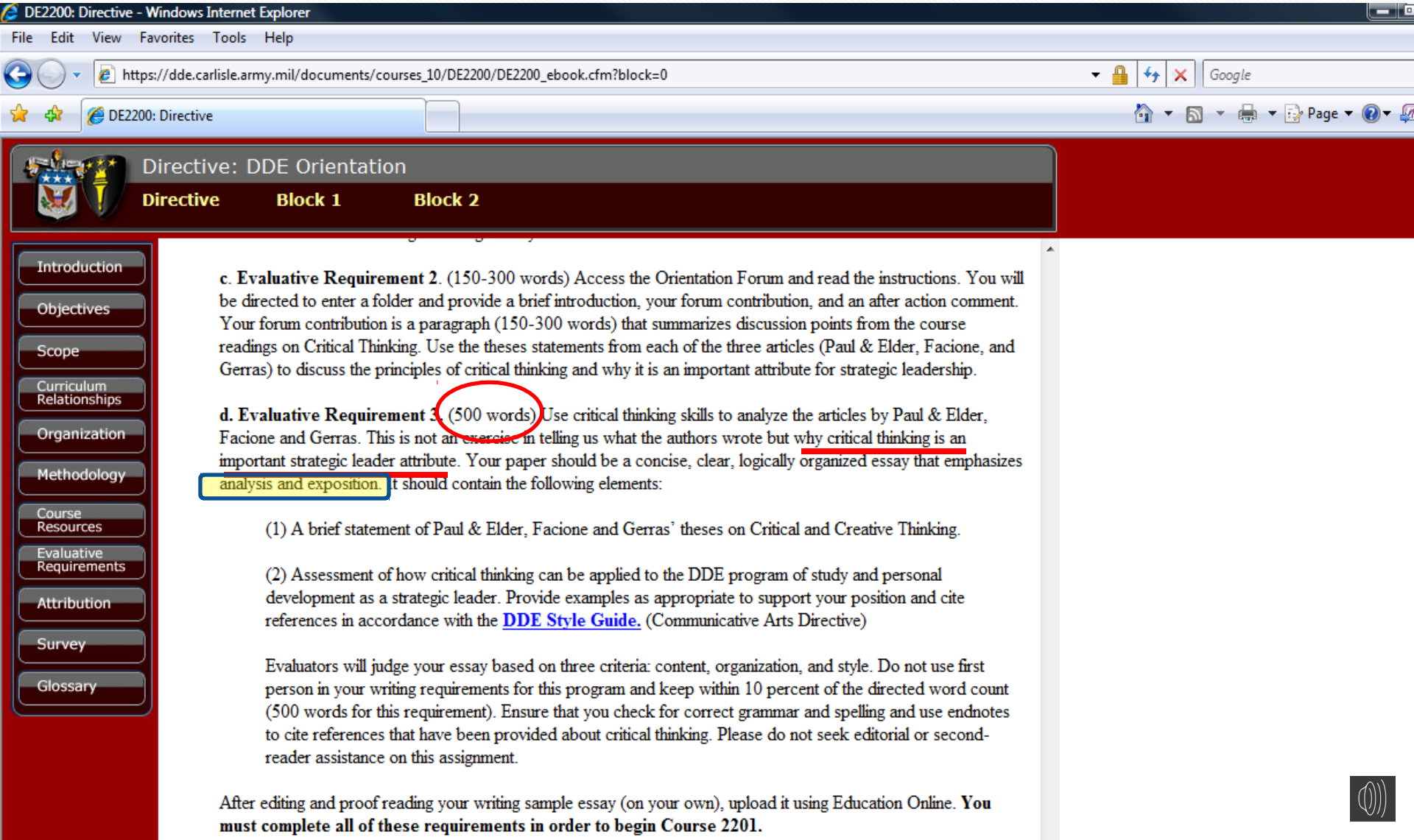
3. Topic words

Topic words are usually easy to locate. They tell you what you have to write about.

4. Restricting words

Restricting words are words or phrases that narrow the topic and make it more

Step 1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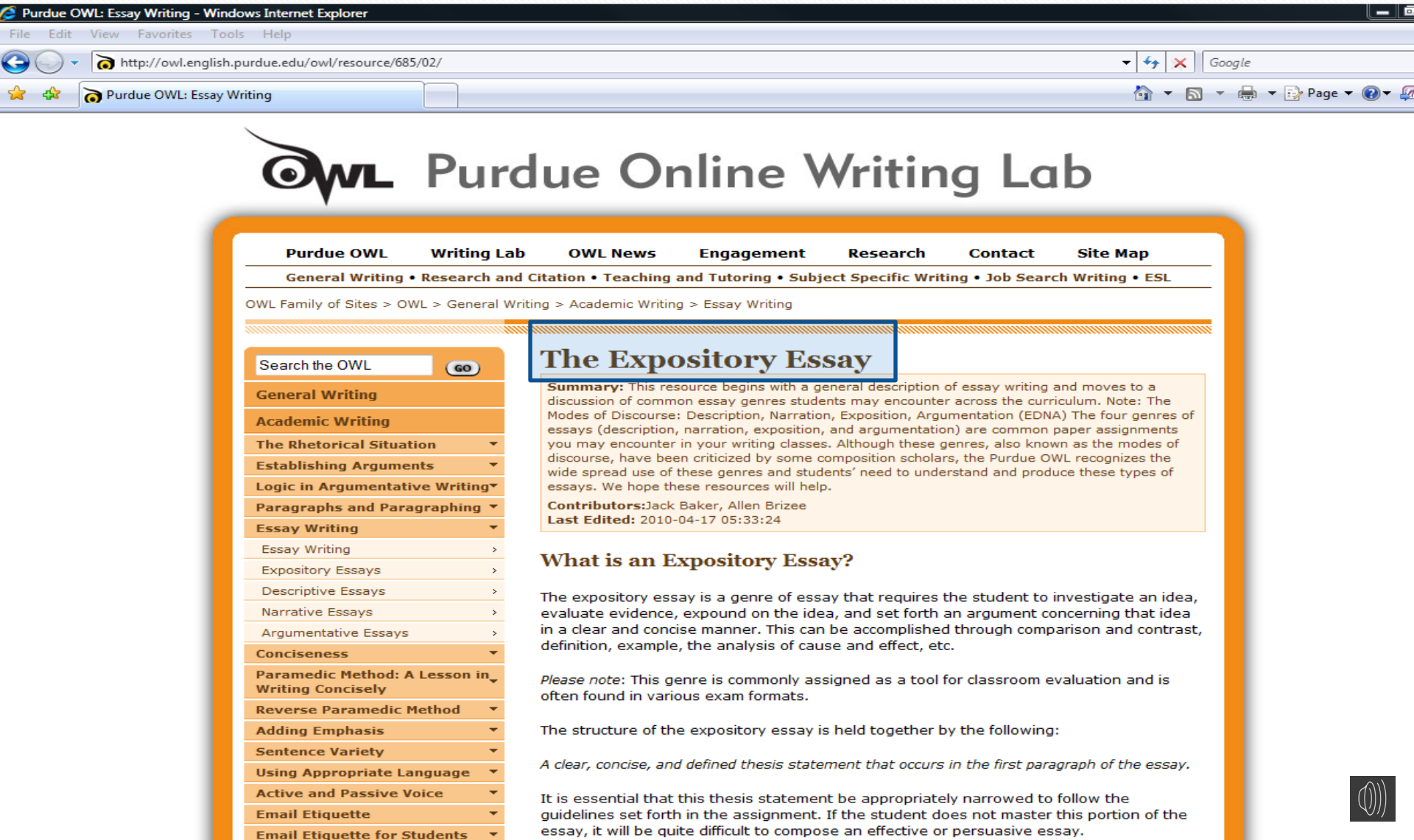
Directive Block 1 Block 2
Introduction
Objectives
Scope
Curriculum Relationships
Organization
Methodology
Course Resources
Evaluative Requirements
Attribution
Survey
Glossary
c. Evaluative Requirement 2. (150-300 words) Access the Orientation Forum and read the instructions. You will be directed to enter a folder and provide a brief introduction, your forum contribution, and an after action comment. Your forum contribution is a paragraph (150-300 words) that summarizes discussion points from the course readings on Critical Thinking. Use the theses statements from each of the three articles (Paul & Elder, Facione, and Gerras) to discuss the principles of critical thinking and why it is an important attribute for strategic leadership.
d. Evaluative Requirement 3. (500 words) Use critical thinking skills to analyze the articles by Paul & Elder, Facione and Gerras. This is not an exercise in telling us what the authors wrote but why critical thinking is an important strategic leader attribute. Your paper should be a concise, clear, logically organized essay that emphasizes analysis and exposition. It should contain the following elements:
(1) A brief statement of Paul & Elder, Facione and Gerras' theses on Critical and Creative Thinking.
(2) Assessment of how critical thinking can be applied to the DDE program of study and personal development as a strategic leader. Provide examples as appropriate to support your position and cite references in accordance with the DDE Style Guide. (Communicative Arts Directive)
Evaluators will judge your essay based on three criteria: content, organization, and style. Do not use first person in your writing requirements for this program and keep within 10 percent of the directed word count (500 words for this requirement). Ensure that you check for correct grammar and spelling and use endnotes to cite references that have been provided about critical thinking. Please do not seek editorial or second-reader assistance on this assignment.
After editing and proof reading your writing sample essay (on your own), upload it using Education Online. You must complete all of these requirements in order to begin Course 2201.

Step 2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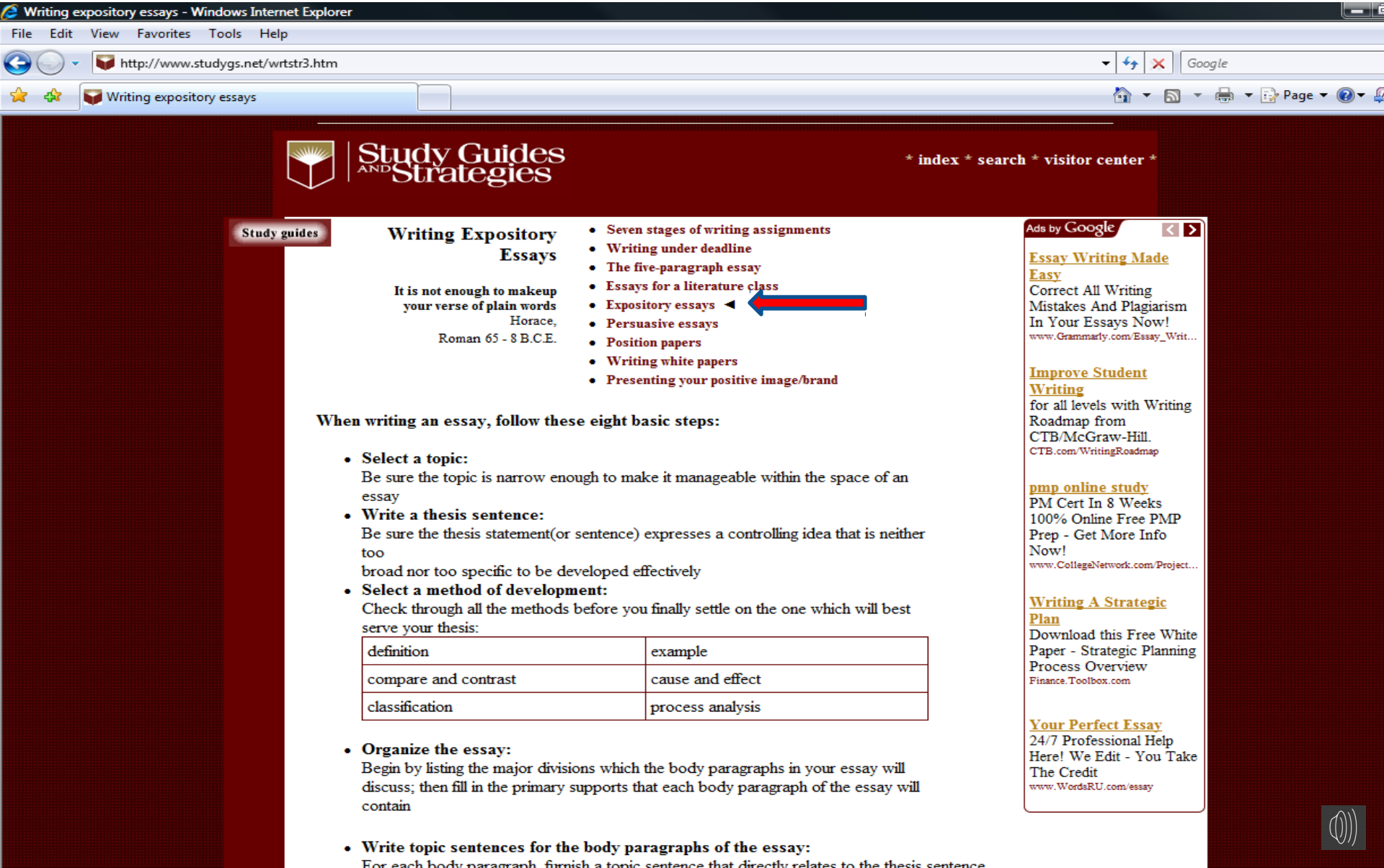
The Rhetorical Situation
Establishing Arguments
Logic in Argumentative Writing
Paragraphs and Paragraphing
Essay Writing
Essay Writing
Expository Essays
Descriptive Essays
Narrative Essays
Argumentative Essays
Conciseness
Paramedic Method: A Lesson in Writing Concisely
Reverse Paramedic Method
Adding Emphasis
Sentence Variety
Using Appropriate Language
Active and Passive Voice
Email Etiquette
Email Etiquette for Students
The Expository Essay
Summary: This resource begins with a general description of essay writing and moves to a discussion of common essay genres students may encounter across the curriculum. Note: The Modes of Discourse: Description, Narration, Exposition, Argumentation (EDNA) The four genres of essays (description, narration, exposition, and argumentation) are common paper assignments you may encounter in your writing classes. Although these genres, also known as the modes of discourse, have been criticized by some composition scholars, the Purdue OWL recognizes the wide spread use of these genres and students' need to understand and produce these types of essays. We hope these resources will help.
Contributors:Jack Baker, Allen Brizee
Last Edited: 2010-04-17 05:33:24
What is an Expository Essay?
The expository essay is a genre of essay that requires the student to investigate an idea, evaluate evidence, expound on the idea, and set forth an argument concerning that idea in a clear and concise manner. This can be accomplished through comparison and contrast, definition, example, the analysis of cause and effect, etc.
Please note: This genre is commonly assigned as a tool for classroom evaluation and is often found in various exam formats.
The structure of the expository essay is held together by the following:
A clear, concise, and defined thesis statement that occurs in the first paragraph of the essay.
It is essential that this thesis statement be appropriately narrowed to follow the guidelines set forth in the assignment. If the student does not master this portion of the essay, it will be quite difficult to compose an effective or persuasive essay.

Step 3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Study guides
Writing Expository Essays
It is not enough to makeup your verse of plain words
Horace,
Roman 65 - 8 B.C.E.
Seven stages of writing assignments
Writing under deadline
The five-paragraph essay
Essays for a literature class
Expository essays
Persuasive essays
Position papers
Writing white papers
Presenting your positive image/brand
When writing an essay, follow these eight basic steps:
Select a topic:
Be sure the topic is narrow enough to make it manageable within the space of an essay
Write a thesis sentence:
Be sure the thesis statement(or sentence) expresses a controlling idea that is neither too
broad nor too specific to be developed effectively
Select a method of development:
Check through all the methods before you finally settle on the one which will best serve your thesis:
definition
example
compare and contrast
cause and effect
classification
process analysis
Organize the essay:
Begin by listing the major divisions which the body paragraphs in your essay will discuss; then fill in the primary supports that each body paragraph of the essay will contain
Write topic sentences for the body paragraphs of the essay:
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Correct All Writing Mistakes And Plagiarism In Your Essays Now!
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Review

1. Evaluative requirements
2. Type of essay required
3. Definition of a Expository essay
4. Definition and schematic of a five paragraph essay

Step 4

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The Five Paragraph Essay

Study Guides AND Strategies

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Study guides

The Five Paragraph Essay

Conciseness is the sister of talent
Anton Chekhov,
Russian, 1860-1904

- Writing under deadline
- Writing for the "Web"
- **The five-paragraph essay** ◄
- Essays for a literature class
- Expository essays
- Persuasive essays
- Position papers
- *Writing Strategies Learned*

by Stephen Wilbers

The five paragraph essay measures a student's basic writing skills, and is often a timed exercise. Use this Guide to help you practice and succeed at this form of writing.

Getting started means getting organized:
Analyze the assignment; determine what is required.
With a highlighter, note important words that define the topic.
Then organize your plan

For example, you have been given this writing prompt:

> You have a present that was really memorable. It could have been given for an important occasion or just for no reason at all. Tell us about the present and why it was memorable. Include the reason it was given, a description of it, and how you felt when you got it.

The objective is to write a narrative essay about a present you were given

The subject is a **memorable present**
The three main subtopics are:

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APA Style Software
Saves time and is easy to use Get a Free Trial. For Windows & Mac
www.StyleEase.com

Math for Children
Practice Math w/ Worksheets, Games & Puzzles. Learn while You Have Fun
www.IXL.com

Introductory Paragraph 1

General Topic Sentence: **memorable present**

1. Subtopic One: **the reason it was given**
2. Subtopic Two: **a description of it**
3. Subtopic Three: **how you felt when you got it**

(Transition)

First Supporting Paragraph 2

Restate Subtopic One

Supporting Details or Examples

Transition

Second Supporting Paragraph 3

Restate Subtopic Two

Supporting Details or Examples

Transition

Third Supporting Paragraph 4

Restate Subtopic Three

Supporting Details or Examples

Transition

Closing or Summary Paragraph 5

Synthesis and conclusion of the thesis rephrasing main topic and subtopics.

Review

1. Evaluative requirements
2. Type of essay required
3. Definition of a Expository essay
4. Definition and schematic of a five paragraph essay
5. Schematic of an outline

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DE2200: Directive

Directive: DDE Orientation

Directive Block 1 Block 2

- Introduction
- Objectives
- Scope
- Curriculum Relationships
- Organization
- Methodology
- Course Resources
- Evaluative Requirements
- Attribution
- Survey
- Glossary

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Strategies for critical thinking in learning - Windows Internet Explorer

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http://www.studygs.net/crtthk.htm

Strategies for critical thinking in learning

Study Guides AND Strategies

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Study guides

Thinking critically
First stage

Learning without thought is labour lost
Confucius

- Thinking critically I
- Thinking critically II
- Thinking creatively
- Thinking like a genius I
- Radical thinking
- Reading critically

Strategies for critical thinking in learning and project management
Critical thinking studies a topic or problem with open-mindedness. This exercise outlines the first stage of applying a critical thinking approach to developing and understanding a topic. You will:

- Develop a statement of the topic
- List what you understand, what you've been told and what opinions you hold about it
- Identify resources available for research
- Define timelines and due dates and how they affect the development of your study
- Print the list as your reference

A critical thinking exercise

Identify your topic, then list

- What you already know about it
- Your prejudices and/or opinions you think you hold about it
- Resources available to you for further study
- Time line and due dates

This is the basic organization or foundation of a

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www.CollegeNetwork.com/Project...

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Phoenix.edu

Take Online Classes
Investing Time to Progress Your Education? Earn a Degree at DeVry.
ChooseDeVry.com

Math for Kids
Practice Math w/ Worksheets, Games & Puzzles. Learn while You Have Fun
www.IXL.com

Outline

I. Introduction

1. Summarize critical thinking theses from Peter A. Facione, Colonel Stephen J. Gerras, and Dr. Richard Paul and Dr. Linda Elder.
2. Outline why critical thinking is an important attribute in strategic leadership;
3. Assess critical thinking application to the DDE program study to enhance personal development in strategic leadership.

II. Key Idea 1

Summary of critical thinking theses from Peter A. Facione, Colonel Stephen J. Gerras, and Dr. Richard Paul and Dr. Linda Elder.

- Evidence example 1
- Evidence example 2

. Key Idea 2

Why critical thinking is an important attribute in Strategic Leadership

- Evidence example 1
- Evidence example 2

. Key Idea 3

Assessment of critical thinking application to the DDE program study to enhance personal development in strategic leadership.

- Evidence example 1
- Evidence example 2

V. Closing

Very brief conclusion on critical thinking as an important attribute in Strategic Leadership

Conclusion

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5. Schematic of an outline